



Foreign Affairs Manual

Volume 6 – General Services

Change Transmittal: GS-174

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6 FAM 1710

OFFICE SPACE ASSIGNMENT AND UTILIZATION, DESIGN AND CONSTRUCTION

Changes

1. This Change Transmittal issues the following administrative changes to subchapter 6 FAM 1710:
 - **6 FAM 1712, Requesting Space:** A certification from the Bureau of Budget and Planning is required for a commitment of funds when requesting space to be available for construction or rent and/or other miscellaneous costs; and
 - **6 FAM 1718.1, Alterations or Construction Projects:** Requests for alterations or renovations of existing space must be submitted to A/OPR/RPM via memorandum from the requesting bureau executive director and be cleared by the Bureau of Budget and Planning (BP).
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Real Property Management (A/OPR/RPM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign

Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 6 FAM 1710 (CT:GS-139; 09-23-2004) and insert new subchapter 6 FAM 1710 (CT:GS-174; 05-29-2013).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:GS-174, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.